

I.T.S Engineering College, Greater Noida

DRESS CODE & PROFESSIONAL CONDUCT

Dress Code for all employees

	<u>Male</u>	<u>Female</u>
<u>Appropriate</u>	Business Formal Shirts (full sleeves or half sleeves tucked in), trousers, and closed leather shoes, smart casuals	Formal Suits/Sarees, Smart Casuals, Western formals (Tops& Trousers), Coordinated suits with knee or calf-length skirts, hair should be neatly tucked, sandal, shoes
<u>Inappropriate</u>	Jeans, kurta pyjama, traditional dresses, athletic shoes, flip –flops, slippers, shirts/t-shirts with offensive words terms logos, pictures	Tight clothes, T shirts, jeans, short tops, slippers, flip flops, sport shoes

Note: In our work environment, clothing should be neatly ironed.

The order of the day is comfort combined with professionalism! Every employee is a representative of the college, hence, he/she must pay attention to the personal grooming and adhere to the recommendations mentioned below –

- ❖ Must maintain personal hygiene.
- ❖ Sideburns, moustache and beard should be neatly trimmed and without adornments.